invariably accompany the application, (*d*) should state particulars required under Article 294 (*b*) (*c*) in respect of applicants *under fifty-five years of age* and the explanation of the head of office should be given under five on the third page of the application, (*e*) should be granted only by a Medical officer not inferior in rank to an Assistant Surgeon, and should be one belonging to the same district, otherwise explanation must be given.

14. *Name.*—When initials or name of applicant are incorrectly given in the various records consulted, mention fact in forwarding the application.

15. *Policemen*—Applications on behalf of, should state that the special precautions directed in Articles 297-299 have been taken.

16. *Resignation of service.*—The Head of office should state its cause when it involves a break in service, and should also state (1) whether he is in favor of condonation of such break, and (2) if he is, whether with or without a reduction of the pension or gratuity, otherwise admissible.

17. *Retirement.*—(*a*) Date of,—should correspond with service book, application and last pay certificate, (*b*) if voluntary—state fact against head 5 in the third page of the application.

18. *Retiring pension.*—An officer fifty-five years of age need not necessarily be recommended for superannuation, if entitled to retiring or invalid.

19. *Remarks on Pension Applications.*—If an applicant for pension or gratuity was dead at the time of submission of his pension application, or, if he be insane and incapable of managing his affairs himself, the fact should be stated on the third page of the application.

20. *Superannuation*—if ordered by Government, quote its order, number and date against head 5 in the third page of the application; if optional, state the fact (Article 473).

21. *Service.*—(*a*) Cause of its termination in each appointment should be entered in service book and attested, (*b*) Rendered in an acting appointment—if counting, (1) state whether appointment was fully vacant, (2) whether another counted service during the period, and (3) how original vacancy occurred, if applicant came in a chain of arrangement, (*c*) Rendered in temporary appointment—state always whether or not applicant retained a right to revert to substantive appointment, furnishing a copy of the departmental order.

22. *Service*—foreign, should in every case be supported by Government order sanctioning the transfer.

23. *Service book.*—State reason for omission of signature of the head of office or that of the applicant in any case and see that it is posted to date of retirement.

24. *Suspension or dismissal.*—When the order does not contain full particulars, a brief statement thereof should be appended. If the order itself is not forthcoming, summary of available evidence should be sent with the application.

25. *Transfer*—from qualifying to non-qualifying service under Government should be supported by a copy of the authority stating whether transfer was voluntary or made under competent authority.

26. *Verification.*—(*a*) In the column "how verified" in the history of services, note the class of records against the entries, such as pay bills, acquittance rolls, &c., (*b*) when fact of service in other office is not satisfactorily attested in the service book, a duly certified abstract from the head of that office should accompany the application.

27. *Vernacular entries* and files relating to a case should be translated in English and the translation of the file accompanied.

N. G. BASU,
Comptroller.

FOREST DEPARTMENT.

Notice dated 21st August 1905.

Notice is hereby given that a sum of Rs. 1-5-3, being the pay due to Forest Guard Thiampu Pujari of the Jagar Valley Range Forest, Kadur District, remains undisbursed in the Jagar Valley Range office.

The said Thiampu Pujari or his legal representatives should apply to the undersigned for the said amount within three months from this date, otherwise it will be credited to Government.

M. G. RAMA RAO,
Dt. Forest Officer, Kadur Dt.